UNITED STATES DEPARTMENT OF AGRICULTURE
FOREIGN AGRICULTURAL SERVICE
WASHINGTON 25, D. C.

FAS FIELD INSTRUCTION NO. 10
June 14, 1956

SUBJECT: Position Review and Certification under Section 1310(d) of the Whitten Amendment, P. L. 253

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1. PURPOSE: To prescribe procedures to be followed in connection with the review of position descriptions required annually under the provisions of Public Law 253. Section 1310(d) of the Whitten Amendment (P. L. 253) requires the following: "From time to time, but at least annually, each executive department and agency shall (1) review all positions which since September 1, 1950, have been created or placed in a higher grade or level of difficulty and responsibility of work or in a higher basic pay level; (2) abolish all such positions which are found to be unnecessary; (3) with respect to such positions which are found to be necessary, make such adjustments as may be appropriate in the classification grades of those positions which are subject to the Classification Act of 1949, as amended, or in the basic pay levels of those positions which are subject to other pay-fixing authority. Not later than July 31 of each year each department and agency shall submit a report to the Post Office and Civil Service Committees and Appropriations Committees of the Senate and House of Representatives concerning the action taken under this paragraph . . . . . ."

2. PROCEDURE: The basic procedure for compliance with the above requirement is as follows:

Each employee including attaches, assistant attaches, agricultural officers and U. S. and resident secretaries shall review the accuracy of his job description on the basis of his present duties and responsibilities. Following the review, each employee shall indicate on FAS Form 227 whether or not his job description is accurate and in the event the description is not accurate he shall describe, in the space provided, current job assignments and/or current duties and responsibilities not listed in his official job description. Reviews and certifications are not required for foreign national employees.

The employee's supervisor, the attache or agricultural officer concerned, shall review the job description also and record the appropriate certification with such additional description of duties and responsibilities, not included by the employee, as may be required to bring the description up-to-date.

3. ROUTING AND DEADLINE: Certification forms shall be returned through supervisory channels to the Classification Officer, Room 6610, at the earliest date possible as the FAS report is due in the Office of Personnel not later than July 15, 1956. Forms executed by attaches and agricultural officers will be certified from a supervisory standpoint by Mr. Robert C. Tetro, Assistant Administrator, Agricultural Attaches, Washington, D. C.

4. ACTION BY PERSONNEL DIVISION: The Division is required to initiate the joint supervisory-employee review and certification annually on all positions. A position description found to be inconsistent with an employee's actual job assignment will be reviewed further by the classification staff and appropriate action taken to evaluate the position in accordance with Civil Service Commission Standards and the Classification Act of 1949, as amended.

We need your careful attention to the review and certification in order to facilitate the jobs of reporting under Public Law 253 and re-describing any positions where assignments have changed substantially.

Attachments:

1. Job Description of record
2. Certification Form FAS 227

Distribution: All Agricultural Attaches and Agricultural Officers